

Job Announcement

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REVISED QUALIFICATIONS AND CLOSING DATE

Opening Date:	July 18, 2008	Closing Date:	August 1, 2008
Job Title:	Compliance Officer	Position Type:	Regular Full Time
PIN:	085596	FLSA Status:	Exempt
Location:	Court of Appeals Office of Fair Practices Annapolis, Maryland	Grade/Entry Salary:	J12 \$41,477 - \$49,477 (Depending on Qualifications)
		Financial Disclosure:	Yes

Regular State employees subject to promotion/demotion policy

Essential Functions: Conduct compliance reviews/investigation of complaints of program abuse or fraud in accordance with the Maryland Judiciary's Minority Business Program Policy. Write investigative reports. Conduct on-site investigations of work performance of minority firms. Investigate complaints from individuals, member of Maryland Judiciary and other government agencies alleging abuse and fraud against the Minority Business Program. Review and analyze confidential financial documents of businesses. Conduct interviews with business principals, other individuals, as well as public and private officials when necessary. Review and analyzes disclosure affidavits containing confidential and proprietary information. Confer with attorney regarding findings of program abuse/fraud. May testify in court or at administrative proceedings. Position requires some intra-state travel.

Education: Bachelor's Degree from an accredited college or university.

Experience: Four years investigating regulated activities.

Note: Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience to one year of education, for up to 4 years of the required degree.

Preferred: Contract compliance experience.

Skills/Abilities: Knowledge of finance and accounting practices and interviewing techniques. Ability to analyze data, present ideas and make appropriate recommendations; review and analyze technical and legal documents; prepare reports and correspondences and maintain working relationships with a variety of individuals. Experience with Microsoft Office including Word and Excel. Must have a valid Maryland driver's license. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, pin, and location. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

(Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.